

OFFICE OF CRIMINAL JUSTICE PLANNING

OFFICE OF THE DIRECTOR
1130 K STREET, SUITE 300
SACRAMENTO, CA 95814

April 28, 1997

To : INTERESTED PARTIES

Subject: GANG VIOLENCE SUPPRESSION - MENTORING PROGRAM

The Office of Criminal Justice Planning is soliciting proposals from interested parties for the Gang Violence Suppression, Mentoring Program (MP). The information provided in this Request-For-Proposals (RFP) for fiscal years (FY) 1996/97 and 1997/98 reflects Governor Pete Wilson's strong commitment to ensure that the public's safety be protected. This Application for the MP is part of the Governor's California Mentoring Initiative.

All proposals will be read, rated and ranked competitively with other proposals. Carefully read the RFP to ensure the proposal contains the necessary elements required. There are five parts to the RFP: How to use this RFP, General Information, Standard Instructions, Standard Blank Forms, and Programmatic Instructions.

To be considered for funding in FY 1996/97 or 1997/98 it will be necessary to complete the enclosed materials and submit them to the OCJP by 5:00 p.m. on Thursday, June 5, 1997. Proposals should be addressed to:

Office of Criminal Justice Planning
1130 "K" Street, Lower Level 60
Sacramento, California 95814

Attn: Gang Violence Suppression Branch - Mentoring Program

Should you have any questions regarding this RFP, please contact the Gang Violence Suppression Branch at (916) 327-3682.

Sincerely,

RAY JOHNSON
Executive Director

Enclosures

OFFICE OF CRIMINAL JUSTICE PLANNING
Gang Violence Suppression - Mentoring Program
Request-for-Proposals
Fiscal Year 1996/97 and 1997/98

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OFFICE OF CRIMINAL JUSTICE PLANNING

1130 K STREET, SUITE 300
SACRAMENTO, CA 95814



**GANG VIOLENCE SUPPRESSION - MENTORING PROGRAM
REQUEST-FOR-PROPOSALS
FISCAL YEAR 1996/97 and 1997/98**

I. HOW TO USE THIS REQUEST-FOR-PROPOSAL (RFP)

- A. Introduction to the RFP Process
- B. Determining Eligibility
- C. Structure of this RFP
- D. Glossary of Terms

This section is to be used in conjunction with the following RFP sections:

- II. GENERAL INFORMATION
III. STANDARD INSTRUCTIONS
IV. STANDARD BLANK FORMS
V. PROGRAMMATIC INSTRUCTIONS

If you have not received all of the sections, consult the individual that provided you with this section.

I. HOW TO USE THIS REQUEST-FOR-PROPOSAL (RFP)

A.INTRODUCTION TO THE RFP PROCESS

This RFP provides information on how to prepare a proposal for grant funds in accordance with authorizing legislation and funding terms, conditions and eligibility criteria established by OCJP. The OCJP forms, technical documents and project narratives become the proposal that is submitted to OCJP.

OCJP has a strong commitment to work closely with potential applicants to provide technical information on this RFP when requested. However, OCJP staff cannot assist applicants with the actual preparation of their proposals. During the period of time between the publication date of this RFP and the date that competitive proposals are due, OCJP can answer only technical questions about the RFP.

B.DETERMINING ELIGIBILITY

The first step in the application process should be to confirm that the applicant is able to meet the eligibility criteria for the program. Applicants should refer to the Programmatic Instructions for specific eligibility criteria.

C.STRUCTURE OF THIS RFP

This RFP has been printed in a way that will allow the user to take the document apart and reproduce any necessary pages. OCJP authorizes reproduction of this document in part or in whole and recommends that the applicant **maintain a clean copy** of each section. The document is comprised of four main sections:

General Information: This section provides general information concerning the process by which an applicant submits a proposal, the process OCJP uses to select proposals, and the administrative requirements of successful applicants which have been selected for funding.

Standard Instructions: This section provides specific instructions and forms for the preparation of the proposal.

Standard Blank Forms: This section contains blank forms which are standard to the proposal process. These forms will be needed in the preparation of proposal. A clean set of these forms should be maintained for use as master copies. Precious time may be lost contacting OCJP to request additional blank copies of forms.

Programmatic Instructions: This section provides specific instructions pertaining to the program.

In order to prepare the proposal, an applicant must comply with all of the instructions in **both** the Standard Instructions and the Programmatic Instructions.

D.GLOSSARY OF TERMS


Activity

The specific steps or actions that a project takes to achieve a measurable objective.

Administrative Agency or Grantee	The agency or organization designated on the Grant Award Face Sheet who is the programmatic recipient of the grant funds and will accomplish the planned objectives and program goals (e.g., Alameda County, City of Fresno, State Department of Justice, Fairfield Youth Services Bureau).
Community-based Organization (CBO)	A nonprofit, public benefit corporation as described in Section 501 of the Internal Revenue Service Code.
Equal Employment Opportunity Plan (EEOP)	A comprehensive plan that analyzes the agency's workforce and all agency employment practices to determine their impact on the basis of ethnicity and gender.
EEOP Guidelines	Extensive description of State and federal civil rights requirements and what constitutes an EEOP (samples, forms, etc.). The document was prepared to assist grantees in ensuring nondiscrimination and in the development, implementation and/or improvement of their EEOP for compliance with the law.
Grant Award/Grant Award Agreement	The signed final agreement between OCJP and the local government agency or organization authorized to accept grant funding.
Grant Award Forms Package	The package to be sent to projects selected for funding containing forms needed for the final Grant Award Agreement.
Implementing Agency	The agency or organization designated on the Grant Award Face Sheet who is responsible for the day-to-day operation of the project (e.g., Probation Department, District Attorney, Sheriff).
Memorandum of Understanding (MOU)	This term is used synonymously with Operational Agreements.
Nonprofit Organization	A nonprofit, public benefit corporation as described in Section 501 of the Internal Revenue Service Code. The term is used synonymously with community-based organization.
Objectives	A set of quantifiable projections to be carried out in order to accomplish the program goals.
Operational Agreement (OA)	A formal agreement between two agencies which specifies the responsibilities of each agency in implementing the project.

Program	A specific set of goals and objectives established pursuant to legislative, congressional or administrative action identifying an unmet need of the criminal justice system or victim services and supported by a set appropriation from State or federal funding sources.
Program Guidelines	The instructions concerning the programmatic and administrative requirements unique to a particular OCJP grant-funded program.
Project	The implementation of a program's goals and objectives by a (funded) state or local government agency or community-based organization.
Proposal	The application packet submitted to OCJP which specifies the priorities, strategies and objectives of the applicant. The proposal (with possible modifications) becomes the Grant Award if selected for funding.
RFP	The Request-for-Proposals is issued by OCJP to solicit competitive proposals relating to new funding.

OFFICE OF CRIMINAL JUSTICE PLANNING



II. GENERAL INFORMATION

- This section is to be used in conjunction with the following RFP sections:

- If you have not received all of the sections, consult the individual that provided you with this section.

II.GENERAL INFORMATION

This Request-for-Proposals (RFP) pertains to applications for Fiscal Year 1996/97 and 1997/98. The terms and conditions described in this RFP supersede all previous RFPs and any conflicting provisions stated in the OCJP Grantee Handbook. If the Programmatic Instructions conflict with the Standard Instructions, the Programmatic Instructions prevail.

This RFP contains all of the instructions and forms necessary to submit the proposal. The applicant will not need separate program guidelines or the OCJP Grantee Handbook in order to prepare the proposal. The OCJP Grantee Handbook will only be sent to agencies which have been selected for funding.

A. MINIMUM REQUIREMENTS

In order to officially submit the proposal, the applicant must deliver the proposal to OCJP by the deadline.

B. SELECTION OF PROPOSALS FOR FUNDING

1. Proposal Rating

All qualified proposals will be read and rated by a team of three raters. The raters will assign a numerical rated score to each proposal. The rated score of each rater on the team will be averaged to obtain a single score for the proposal. The averaged scores of all qualified proposals will then be ranked numerically to develop a ranked list for each program. The rating forms that will be used for this process are included in the Programmatic Instructions section. These forms are provided solely for your information and are not to be submitted with the proposal. Projects that have been previously funded by OCJP will be reviewed for past compliance, including financial management, progress reports, monitoring results, audit reports and any other relevant documentation or information. This review may result in one or more of the following actions: a) the project may not be selected for funding; b) the amount of funding may be reduced; or c) Grant Award Conditions may be placed in the Grant Award Agreement.

2. Funding Recommendations

Recommendations for funding will be based on the following:

The ranked score of the proposal;

- Consideration of the funding priorities or geographical distribution identified in the Programmatic Instructions; and
- Prior administrative and programmatic performance and compliance as an OCJP-funded project, if applicable.

Recommendations for funding are submitted to the Executive Director of OCJP who makes the funding decisions, **except in the following:**

- The Executive Director of OCJP makes funding recommendations to the State

Advisory Committee (SAC) on the Sexual Assault Victims Services/Prevention Program which makes the final funding decisions in accordance with California Penal Code Section 13837; and

- The Executive Director of OCJP makes funding recommendations to the State Advisory Group (SAG) for Juvenile Justice and Delinquency Prevention which makes the funding decisions as authorized by the California Council on Criminal Justice in accordance with California Penal Code Section 13813.

3. **Notification Process**

All applicants submitting a proposal will be notified in writing of the results of the evaluation process. Projects selected for funding will simultaneously receive the OCJP Grantee Handbook and additional instructions for the purpose of developing the Grant Award Agreement. Projects which are not selected for funding will receive detailed information on the appeals process.

4. **Summary of Appeals Procedures**

Applicants may appeal the denial of their proposal for funding by filing a written notice of intent to appeal. The grounds for such an appeal are limited to specific facts demonstrating that the criteria and priorities enunciated in the RFP were not followed in making the funding decision regarding the appellant's proposal. As noted above, those projects denied funding will receive detailed information of the appeals process simultaneously with their funding decision letter.

C. PROJECT FUNDING

Allocation of funds is contingent on the enactment of the state budget. OCJP does not have authority to disburse any funds until the budget is passed and the Grant Award Agreement is fully executed. Until such time, it is recommended that projects refrain from incurring any expenditures and especially from hiring staff unless other funds are available to support the costs. When the executed grant is received, authorized expenditure reports may be submitted for reimbursement of grant funds.

If, during the term of the Grant Award, the state and/or federal funds appropriated for the purposes of the Grant Award are reduced or eliminated by the California Legislature or the United States Government, or, in the event revenues are not collected at the level appropriated, OCJP may immediately terminate or reduce the Grant Award by written notice to the grantee. However, no such termination or reduction shall apply to allowable costs already incurred by the grantee to the extent that state or federal funds are available for payment of such costs.

The agreement entered into with OCJP is subject to any applicable restrictions, limitations or conditions enacted by the California Legislature and/or the United States Government, subsequent to execution of the agreement.

D. PROCESSING GRANT AWARDS

1. **Submission of Additional Materials**

Upon selection of the projects to be funded, OCJP will send additional materials to be completed prior to the finalization of the Grant Award Agreement. OCJP is not obligated to fund such projects until the applicant submits correctly completed

documents required for the Grant Award Agreement. The final, completed and approved proposal becomes the Grant Award Agreement when signed by OCJP's Executive Director or designee.

Two of the additional items to be submitted are the Assurance of Compliance (OCJP 656) and a resolution. Upon selection of projects to be funded, OCJP will send the Certification Form and specific details regarding Equal Employment Opportunity Program (EEOP) development, Drug Free Workplace Compliance, CEQA/Environmental Impact Compliance, Lobbying and Debarment/Suspension requirements in the Grant Award Forms Package. Applicants selected for funding will then be required to submit the necessary assurances and documentation before finalization of the Grant Award Agreement. In signing the Grant Award Face Sheet, the applicant formally notifies OCJP that the applicant will comply with all pertinent requirements.

If selected for funding, a resolution from the governing board or council, authorizing the applicant to enter into a Grant Award Agreement with OCJP, also will be required for each Grant Award Agreement. Applicants selected for funding will be required to submit an original or a current certified copy of a resolution from the governing board or council. Once notified of selection, it is incumbent on the applicant to place a resolution request on the local board or council agenda immediately to avoid funding delays.

2. **Grant Award Conditions**

OCJP may add one or more Grant Award Conditions to the Grant Award Agreement prior to or after funding. If conditions are added, they will be discussed with the applicant and a copy will be sent to the grant recipient when the conditions are made part of the Grant Award Agreement. Grant Award Conditions may include requirements for sole-source justification, a computer feasibility study or any other requirements deemed necessary by OCJP.

3. **Grant Award Agreement**

A copy of the executed Grant Award Agreement and all the attachments will be sent to the project director. Applicants are not authorized to incur costs against the grant until they have received a copy of the fully executed Grant Award Agreement. When the executed grant is received, authorized expenditure reports may be submitted for reimbursement of grant funds.

4. **Grant Award Amounts**

Due to the limited amount of funds available, it may be necessary for OCJP to reduce the amount of the grant award from that requested by the applicant. In addition, OCJP reserves the right to negotiate budgetary changes with the applicant prior to executing the Grant Award Agreement. If either of these actions is required, OCJP will notify the applicant prior to executing the Grant Award. The applicant may decline to accept the amended or reduced Grant Award or the applicant may request a commensurate amendment or reduction in the scope of the project.

E. ADMINISTRATIVE REQUIREMENTS

The following requirements will apply to all projects selected for funding. These

requirements are explained below for your planning purposes.

1. **OCJP Grantee Handbook**

The Grantee Handbook contains administrative information and requirements necessary to implement the project. Grantees funded through this RFP must administer their grants in accordance with the **OCJP FY 1997/98 Grantee Handbook** requirements. Failure to comply with these requirements can result in the withholding or termination of the Grant Award.

2. **Progress Reports and Data Collection**

Funded projects are required to participate in data collection and to submit reports required by the program. Projects are required to keep accurate records to document their progress in achieving the objectives. These records must be kept by the project for a period of three years. OCJP will, during programmatic monitoring visits, review these records for accuracy and will compare the accumulated data to the progress reports submitted by the project.

3. **Monthly/Quarterly Report of Expenditure and Request for Funds (OCJP 201)**

Community-based organizations (CBOs) shall submit a Monthly Report of Expenditures (OCJP 201) unless they request a quarterly reporting period. All government and education agencies receiving funds will be required to report on a quarterly basis. This form is due within 30 calendar days of the end of the reporting period and must be submitted whether or not the project has incurred expenses. Delays in submitting these forms will result in the withholding of funds and may result in the termination of the grant award.

4. **Technical Assistance/Site Visits**

Each project selected for funding is assigned a Senior Program Specialist by OCJP to monitor the progress of the project in achieving its goals and objectives and compliance with the grant award agreement. The Program Specialist is available to assist the project in the successful implementation of the project and in meeting the administrative requirements of the Grant Award Agreement. Projects should expect a site visit from the assigned program specialist within the first six months of the grant period. Projects must coordinate any change in the project with the Program Specialist.

5. **Monitoring Requirements**

A monitoring visit is an on-site assessment by OCJP staff to determine if the project is in compliance with the Grant Award Agreement (programmatic), and applicable terms and conditions of the Grantee Handbook (administrative and fiscal). Projects will be monitored on a random or as-needed basis. Acceptance of the Grant Award Agreement obligates the project to allow OCJP staff/agents unrestricted access to all project books, documents, papers and records, including confidential client records, for inspecting, copying and auditing. OCJP reserves the right to conduct unannounced site and monitoring visits, and the right to meet with all grant-funded staff.

6. **Bonding Requirements**

All private nonprofit organizations are required to obtain and send to OCJP a notarized copy of a blanket fidelity bond or equivalent insurance contract applicable to all officials and employees of OCJP-funded projects within 60 days of the signed Grant Award Agreement. Failure to comply with this requirement may result in the withholding of grant funds or termination of the Grant Award Agreement. The beneficiary named on the bond or an endorsement must include the "State of California, Office of Criminal Justice Planning."

The time period covered by the bond must include the effective date and total time period of the grant including any extensions. The bond must be in an amount equal to 50% of the total grant award and may have a deductible in an amount not to exceed \$1,000. The bond must be accompanied by proof of payment and indicate the following:

- bonding company name
- bond number
- description of coverage
- amount of coverage
- bond period

A bond is not required of applicants sponsored by units of government. Nonprofit organizations sponsored by units of government may submit documentation indicating this in lieu of the bond or equivalent insurance contract unless specifically required in the Programmatic Instructions of this RFP or Grant Award Conditions.

7. **Audit Requirements**

All grantees must arrange for an independent audit of the Grant Award and may budget a portion of the audit costs.

- a. The grant recipient will arrange for a financial audit/financial-related audit [as defined by the United States Government Accounting Office (GAO Standards)] for each grant in accordance with OCJP policy. If the grant recipient receives federal funds, the Single Audit Act of 1984, Office of Management and Budget Circulars (OMB) A-110, A-128 or A-133 and subsequent circulars should be considered in securing the audit.

NOTE: To determine if you receive federal funds, refer to the lower left corner of your Grant Award Face Sheet. You are receiving federal funds if there is a federal catalog number identified.

- b. An Audit Plan (OCJP 601) must be completed and submitted to the Audits Branch no later than six months after the beginning of the grant award period. Audit reports then must be completed and submitted to the Audits Branch no later than six months after the close of the grant period. Requests for time extensions of the report due date must be submitted in writing to the Audits Branch for approval.
- c. The audit shall be made by an independent auditor (qualified State or local government auditors or independent public accountants licensed by the State of California) as defined in Chapter 3, Paragraphs 11 through 25 of the Government Auditing Standards (GAO Standards), promulgated by the Comptroller General of the United States (1994 revision).

- d. The audit must be performed in accordance with the financial audit (financial related audit) requirements of the GAO Standards published by the United States General Accounting Office (revised 1994).

In addition, the auditor must consider provisions contained in the OCJP Program Guidelines, Grant Award Agreement, and the OCJP Grantee Handbook.

- e. If the audit covers the entire grant period, then the CPA/Auditor must audit to the Final Request for Funds and Report of Expenditures (OCJP 201) form submitted by the grant recipient. If the audit does not cover the entire grant period, then the CPA/auditor must audit to the OCJP 201 form which corresponds to the audit cut-off date. The auditor should include a copy of the OCJP 201 form which was audited.
- f. Organizations which are required to procure annual single audits in accordance with the provisions of the Single Audit Act of 1984, and OMB Circulars, or who elect to have an organization-wide audit may include the OCJP grant(s) in their single audit or organization-wide audit. The grant recipient must ensure that all of the grant funds are included in the audit.

For example, if a grant is funded by both federal and state funds, the auditor must include the revenues and expenditures for both funding sources in the schedules. The state portion of the grant cannot be excluded when preparing the financial schedules.

- g. Revenues and expenditures for each grant must be shown separately in the audit by supplemental information. Expenditures must be reported by expenditure categories (i.e., personal services, salaries and benefits; travel; consultant services; operating expenses and equipment). Each grant must be identified by the Grant Award Number.

If the organization secures a single audit or an organization-wide audit and the expenditures are reported in total, a separate supplemental schedule reflecting expenditures by cost categories must be included in the audit report.

- h. If the grant has a match requirement (cash or in-kind), the report must identify the revenues and expenditures made to meet the match requirement in the financial schedules or notes to the financial statements.
- i. Project income generated through or as a result of the OCJP grant-funded project must be reported. Expenditures made from project income must be shown in the financial schedule. This should be reported as a separate line in the financial schedule and not be combined with OCJP grant payments received and OCJP grant expenditures.
- j. The grant recipient must ensure that the entire grant period is audited. If the single audit or organization-wide audit does not include the entire grant period, then the grant recipient is required to secure an audit covering the remaining grant period. The remaining grant period may be included in the organization's subsequent single audit or organization-wide audit. If by including the remaining grant period in a subsequent audit, the audit will not

be completed and submitted to the Audits Branch within six months after the close of the grant period, the project must submit a request for time extension (as indicated in section b. above).

- k. OCJP or its authorized representatives shall have access to all audit reports, audit working papers, correspondence, or other documents related to the audit reports and Grant Award.
- l. Audit reports submitted by qualified state and local government auditors and independent CPA firms are randomly selected for a quality control review of the CPA/auditor's working papers. The CPA/auditor will be notified when a review will be conducted.
- m. OCJP reserves the right to perform audits or reviews of any Grant Award at any time.
- n. Audit programs, internal control questionnaires, and sample audit reports will be provided by the Audits Branch upon request of the project or the CPA/auditor.
- o. If the project does not comply with the audit requirements, Grant Award Conditions may be placed to require the project to comply. Subsequent Grant Awards may be terminated or withheld until compliance is achieved.

8. **Source Documentation**

The applicant, if selected for funding, will also be required to maintain source documentation to support claimed expenditures and project accomplishments. Source documentation is defined as records used to validate project activities and achievements as they pertain to the objectives outlined in the Grant Award Agreement. Requirements for program specific source documentation are delineated in the Programmatic Instructions.

Projects must have on file written job descriptions for all positions funded by OCJP detailing specific grant-related activities to achieve project objectives, (e.g., the Victim/Witness Advocate will provide direct services to victims and witnesses of crimes; provide information to victims about the criminal justice system; and assist victims with reimbursement from the Restitution Fund through the State Board of Control). Where applicable, job descriptions will also include a statement addressing the tracking of project activities and the maintenance of appropriate source documentation in support of data reported on progress reports (e.g., the Deputy Probation Officer will supervise a caseload of drug or drug-related probationers, not to exceed 25; implement intensive supervision techniques consistent with OCJP standards; and maintain source documentation in support of data reported to OCJP on progress reports).

OFFICE OF CRIMINAL JUSTICE PLANNING

III. STANDARD INSTRUCTIONS

- A. Preparing a Proposal
- B. Submitting the Proposal
- C. Grant Award Face Sheet Instructions
- D. Preference Points Certification Form
- E. Enterprise Zones
- F. Project Narrative
- G. Project Budget
- H. Proposal Appendix

I. HOW TO USE THIS RFP
II. GENERAL INFORMATION
IV. STANDARD BLANK FORMS
V. PROGRAMMATIC INSTRUCTIONS

If you have not received all of the sections, consult the individual that provided you with this section.

III. STANDARD INSTRUCTIONS

This section provides instructions for preparing and submitting the proposal.

A. PREPARING A PROPOSAL

When completed, the proposal should be comprised of the following five components:

Grant Award Face Sheet (OCJP-A301).

Preference Points Certification Form

Project Narrative

Project Budget (OCJP A303a-c) and Budget Narrative

Proposal Appendix

NOTE: Failure to include all of the required components may result in a reduced score, or disqualification. OCJP will not advise applicants that their proposal is incomplete prior to rating or disqualification.

The instructions in this section correspond to each of these proposal components. These instructions also correspond to the forms provided in the Standard Forms section.

Applicants should use the forms provided or computer-generated forms, and plain white paper for the project narrative sections. If computer-generated forms are used, they must duplicate the OCJP forms and must not allow the applicant more space than that provided on the OCJP forms. The Programmatic Instructions may specify a space limitation. If a space limitation is specified, strict adherence to the space limitation is required. Information submitted in excess of the space limitation **will not be read or rated**.

Proposals should be typed or computer-generated. Typed or computer-generated characters should be no smaller than the equivalent of standard 12 pitch print. **Applicants are encouraged to double space proposals.** Page size should not exceed standard 8 1/2 x 11 inch paper.

Copies of the proposal should be assembled separately and individually fastened in the upper left corner. **DO NOT BIND PROPOSALS.**

B. SUBMITTING A PROPOSAL

In order to submit the proposal, applicants must deliver the proposal to OCJP by the deadline.

Deliver the proposal to OCJP: Applicants must submit one original and three copies of the proposal. Applicants must mail or hand deliver proposals to:

Office of Criminal Justice Planning
1130 K Street, Suite LL60

Sacramento, California 95814
Attn: Gang Violence Suppression Mentoring Program

If you intend to deliver the proposal personally, please follow these directions:

1130 K Street is located at the southwest corner of the intersection of 12th and K Streets. Please note that K Street is a pedestrian mall at this location.

Indoor parking structures are located on the east side of 12th Street between K and L Streets and on 10th Street between K and L Streets. Street parking is scarce, and require quarters for parking meters.

Once you enter the building at 1130 K Street, take the elevator to the Lower Level and deliver the proposal to LL60. The proposal will be date stamped and you may request a receipt.

By the deadline: The deadline for submission is specified in the Programmatic Instructions. **Proposals received after the deadline will not be considered for funding.** All proposals will be date and time stamped upon receipt at OCJP. It is the responsibility of the applicant to ensure that the proposal is received at OCJP by the specified deadline. OCJP will not be responsible for late or incomplete proposals due to mistakes or delays of the applicant or the carrier used by the applicant. A postmark is not sufficient. OCJP will not accept electronic facsimiles (fax) of the proposal. Materials submitted after the deadline will not be considered during the rating process. OCJP will not notify applicants regarding omissions or accept any late additions to a proposal.

C. GRANT AWARD FACE SHEET INSTRUCTIONS

- (1) Administrative Agency: Enter the complete name of the unit of government or private nonprofit organization that is applying for funding (e.g., Alameda County, City of Fresno, State Department of Justice, Fairfield Youth Services Bureau, Inc.), also referred to as the "grantee".
- (2) Implementing Agency: Enter the complete name of the agency responsible for the day-to-day operation of the grant (e.g., Probation Department, District Attorney, Sheriff), and the contact person's name, address and phone number.
- (3) Project Title: Enter the complete title of the project. Do not use acronyms. Do not exceed 60 characters including spaces and punctuation.
- (4) Project Director: Enter the name, title, mailing address and telephone number of the individual ultimately responsible for the project. This information must be limited to four lines.
- (5) Financial Officer: Enter the name, title, mailing address, and telephone number of the person who will be responsible for all fiscal matters relating to the project. This person must be someone other than the project director. Warrants for the project will be mailed to the address shown for the financial officer. This information must be limited to four lines.

- (6) Award Number: Leave blank. (To be completed by OCJP.)
- (7) Grant Period: Enter beginning and ending dates of funding as specified in the grant application instructions.
- (8) Federal Amount: If applicable, enter the amount of federal funds requested for the project. The amount must be consistent with the proposed budget. If not applicable, enter N/A.
- (9) State Amount: If applicable, enter the amount of state funds requested for the project. The amount must be consistent with the proposed budget. If not applicable, enter N/A.
- (10) Cash Match: If applicable, enter the amount of cash match. The amount must be consistent with the proposed budget. If not applicable, enter N/A.
- (11) In-Kind Match: If applicable, enter the amount of in-kind match. The amount must be consistent with the proposed budget. If not applicable, enter N/A.
- (12) Total Project Cost: Enter the sum of items 8, 9, 10 and 11. The amount must be consistent with the proposed budget.
- (13) Official Authorized to Sign for Applicant/Grantee: Enter the signature, name, title, address and telephone number of the person authorized by applicant's governing body in the resolution, by position or title, to sign and execute the grant award. This person's original signature (not a stamped, photocopied or facsimile {FAX} version) must be on at least one copy of the Grant Award Face Sheet submitted to OCJP.

D. PREFERENCE POINTS CERTIFICATION FORM (A copy of this form is included in the Standard Forms section.)

California Government Code Section 7093 requires OCJP to give preference to applicants from areas in the state designated as Enterprise Zones. These are areas that have been identified to receive state contract preference points due to high unemployment, lower incomes and population density. The goal of the Enterprise Zone program is to stimulate growth in economically distressed areas. Five percent of the total possible points awarded will be added to the proposal for applicants that specifically target a designated zone for services. Two percent will be added to the proposal for applicants whose service area includes a zone, but who do not specifically target the area for services.

A list of Enterprise Zones, addresses and telephone numbers of contacts is presented below. Applicants eligible for preference points must provide certification of eligibility by the appropriate agency. Self-certification is not allowed. A certification form is provided in the Standard Forms section of the RFP. **Preference points do not apply to statewide projects.**

E. ENTERPRISE ZONE CONTACTS
(Revised November 1996)

**California Trade & Commerce
Agency**

(916) 322-3432

**Enterprise Zone Program
801 K Street, #801
Sacramento, CA 95814**

COMMUNITY

PHONE

ADDRESS

AGUA MANSA (EZ)

Riverside County

(909) 275-6683
Fax 275-6686

Riverside County Econ. Div.
Agency
3525 14th Street
Riverside, CA 92501

San Bernardino County

(909) 388-0832
Fax 388-0844

Dept. of Community & Econ.
290 N. D Street, 6th Floor
San Bernardino, CA 92415-0040

City of Riverside

(909) 782-5519
Fax 782-5752

City Manager's Office
3900 Main Street, 7th Floor
Riverside, CA 92522324

City of Colton

(909) 370-5167
Fax 783-2656

Redevelopment Agency
552 N. LaCadena Drive
Colton, CA 92324

City of Rialto

(909) 820-2528
Fax 873-2921

Dept. of Econ. Development
150 South Palm Avenue
Rialto, CA 92376

ALTADENA/PASADENA (EZ)

Pasadena

(818) 405-4761
Fax 405-4773

Enterprise Authority
100 North Garfield, Ste. 224
Pasadena, CA 91109

Altadena

(213) 890-7422
(213) 890-8585

Los Angeles County CDC
2 Coral Circle
Monterey Park, CA 91755-7432

BAKERSFIELD/KERN

Kern County

(805) 862-5050
Fax 862-5052

Community Development Dept.
2700 M Street #250
Bakersfield, CA 93301-2346

City of Bakersfield

(805) 326-3765
Fax 861-8326

Econ. Development/
Redevelopment Div.
515 Truxton Avenue
Bakersfield, CA 93301

CITY OF CALEXICO	(619) 768-2177 Fax 357-5864	608 Heber Avenue Calexico, CA 92231
COACHELLA VALLEY	(619) 391-5176 Fax 391-5178	Coachella Valley Enterprise Zone Authority 790 Vine Avenue Coachella, CA 92236
DELANO(EZ)	(805) 721-3340 Fax 721-2135	City of Delano 1015 11th Avenue Delano, CA 93215
EUREKA (EZ)	(707) 441-4216 Fax 441-4138	City of Eureka 531 K Street Eureka, CA 95501-1165
FRESNO (EZ)	(209) 233-2564 Fax 233-2156	Fresno EDC 2344 Tulare Street Ste 100 Fresno, CA 93721
KINGS COUNTY	(209) 582-4326 Fax 582-7908	Crown Economic Development Corp. 1222 W. Lacey Blvd. Ste. 101 Hanford, CA 93230
LINDSAY (EZ)	(209) 562-7117 Fax 562-5748	Lindsay Community Dev. 251 E. Honolulu Street Lindsay, CA 93247
LONG BEACH (EZ)	(310) 570-3821 Fax 570-3897	City of Long Beach 200 Pine Avenue., 4th floor Long Beach, CA 90802
LOS ANGELES, CENTRAL CITY AND LOS ANGELES, NORTHEAST VALLEY	(213) 485-2956 Fax 237-0551	City of Los Angeles Community Development Dept. 215 W. 6th Street, 3rd Floor Los Angeles, CA 90014
LOS ANGELES, EASTSIDE	(213) 485-4767 Fax 237-0551	City of Los Angeles Community Development Dept. 215 W. 6th Street, 3rd Floor Los Angeles, CA 90014
LOS ANGELES HARBOR AREA	(213) 485-2956 Fax 237-0551	City of Los Angeles Community Development Dept. 215 W. 6th Street, 3rd Floor Los Angeles, CA 90014

LOS ANGELES WATTS	(213) 890-7203 Fax 890-8585	Community Development Commission #2 Coral Circle Monterey Park, CA 91755
City of Los Angeles	(213) 485-5725 Fax 237-0551	City of Los Angeles Community Devel. Dept 215 W. 6th Street, 3rd Floor Los Angeles CA, 90014
Huntington Park	(213) 584-6258 Fax 588-4577	Community Redevelopment Agency 6550 Miles Avenue Huntington Park, CA 90255
Lynwood	(310) 603-0220 Fax 639-6957	Community Development Department 11330 Bullis Road Lynwood, CA 90262
South Gate	(213) 563-9562 Fax 567-0725	Community Development Department 8650 California Avenue South Gate, CA 90280
MADERA (EIA)	(209) 675-7768 Fax 675-3252	Madera County Industrial Dev. Corp. 425 Gateway Drive Ste. M Madera, CA 93637
MERCED/ATWATER(EZ) Merced County	(209) 725-3800 Fax 383-4959	Merced County Dept. of Economic Development 1632 N Street Merced, CA 95340
City of Atwater	(209) 357-6340 Fax 357-6363	City of Atwater Redevelopment Agency 750 Bellevue Road Atwater, CA 95301
City of Merced	(209) 385-4788 Fax 723-1780	City of Merced 678 West 18th Street Merced, CA 95340
OAKLAND (EZ)	(510) 238-6430 Fax 238-3691	Off. of Econ. Dev. & Emp. City of Oakland 1333 Broadway 9th Floor Oakland, CA 94612

OROVILLE (EZ)	(916) 538-2433 Fax 538-2426	City of Oroville 1735 Montgomery Street Oroville, CA 95965
PITTSBURG (EIA)	(510) 439-3505 Fax 439-7654	City of Pittsburgh 340 Marina Blvd. Pittsburg, CA 94565
PORTERVILLE (EZ)	(209) 782-7466 Fax 781-6437	City of Porterville P.O. Box 432 291 N. Main Street Porterville, CA 93258
RICHMOND (EZ)	(510) 307-8140 Fax 307-8149	City of Richmond Redevelopment Agency 330 25th Street Richmond, CA 94804
SACRAMENTO (EIA)	(916) 440-1399 Fax 447-2261	Sacramento Housing and Redevelopment P.O. Box 1834 630 I Street, #250 Sacramento, CA 95812-1834
SAN DIEGO-SAN YSIDRO/ OTAY MESA/SE BARRIO LOGAN	(619) 236-6005 Fax 236-6512	City of San Diego 1200 3rd Avenue, Suite 1620 San Diego, CA 92101
SAN FRANCISCO (EZ)	(415) 749-2511 Fax 749-2590	Mayor's Office of Economic Planning and Development 770 Golden Gate Ave., 2nd Fl. San Francisco, CA 94102
SAN JOSE (EZ)	(408) 277-5880 Fax 277-3615	Office of Economic Development 50 W. San Fernando, Suite 900 San Jose, CA 95113
SANTA ANA (EZ)	(714) 647-6987 Fax 647-6549	City of Santa Ana 20 Civic Center Plaza, M-35 Santa Ana, CA 92701
SHAFTER (EZ)	(805) 746-6365 Fax 746-0607	City of Shafter 336 Pacific Avenue Shafter, CA 93263
SHASTA METRO	(916) 225-5300	Shasta County EDC

(Redding/Anderson)	Fax 225-5303	737 Auditorium Dr., Suite D Redding, CA 96001
SHASTA VALLEY (Siskiyou County)(EZ)	(916) 842-1638 Fax 842-2685	Siskiyou County 1512 S. Oregon Yreka, CA 96097
STOCKTON (EZ)	(209) 937-8530 Fax 937-8904	City of Stockton 425 N. El Dorado Street Stockton, CA 95202-1997
WEST SACRAMENTO (EIA)	(916) 373-5843 Fax 373-5848	City of West Sacramento 1102 Jefferson Blvd. Ste. D West Sacramento, CA 95691
YUBA/SUTTER (EZ)	(916) 741-6248 Fax 742-7835	1482 Sky Harbor Drive, Ste. A Marysville, CA 95901

F. PROJECT NARRATIVE

The project narrative is the main body of information which describes the applicant, the need for funding, and the plan to address a community problem/issue through appropriate and achievable objectives and activities. Instructions for preparing the project narrative are contained in the Programmatic Instructions.

G. PROJECT BUDGET

This section provides standard requirements and instructions for preparing the budget. Refer to the Programmatic Instructions for instructions or requirements specific to the program.

The budget is the basis for management, fiscal review and audit. Project costs must be directly related to the objectives and activities of the project. The budget must cover the entire grant period. In the budget, include only those items covered by grant funds, including match funds when applicable. Projects may supplement grant funds with funds from other sources.

However, since all approved line items are subject to audit, applicants should not include in the project budget any matching funds in excess of the required match. Use the Other Funding Sources form to indicate the project's cost in relation to the total project budget. All budgets are subject to OCJP modifications and approval.

OCJP requires the applicant to develop a line-item budget which will enable them to meet the requirements of the grant, ensure the successful implementation of the project and be cost effective. Applicants are thus instructed to prepare a realistic and prudent budget. The following information is provided to assist in the preparation of the budget. Strict adherence to all required and prohibited items is expected. Where the applicant does not budget for a required item, OCJP will assume the applicant will use its own funds. Failure by the applicant to include required items in the budget does not exclude responsibility to comply with those requirements during the implementation of the project.

1. **Budget Requirements and Restrictions**

- a. **Supplanting Prohibited:** Funds for the project must not be used to replace or offset state or local funds that, in the absence of state or federal aid, would be made available for any portion of the project.
- b. **Copyrights, Rights in Data and Patents:** OCJP reserves a royalty-free, nonexclusive and irrevocable license to reproduce, publish and use, in whole or in part, any materials produced by activities supported by a grant award agreement, and to authorize others to do so. Specifics are detailed in the OCJP Grantee Handbook provided with the Grant Award Forms Package to applicants selected for funding.
- c. **Project Income:** Project income, such as client fees and fees for services provided by the grantee (i.e., training, presentations, etc.), asset forfeitures, profits from the sale of project products and conference proceeds as the result of a direct trade of time or products for money, must be used to offset or augment the grant, unless otherwise specified in the Programmatic Instructions. Project income cannot be used as matching funds, unless otherwise specified in the Programmatic Instructions.
- d. **Sole Source Requests:** A competitive bid process is required to purchase any equipment or consultant services with grant funds. Sole source approval is required prior to the purchase of equipment in excess of \$2,500 without using a competitive bid process, or to hire a specific consultant charging over \$2,500 without using a competitive bid process. Local units of government may use their approved procurement policy. For organizations without a written procurement policy, a competitive bid process involves determining the specifications for the items needed and obtaining at least three bids from different vendors. Although not recommended, whenever a specific individual/organization name is identified in the project budget, a Sole Source Request will be required. OCJP will provide assistance in submitting a Sole Source Request if the proposal is selected for funding and if OCJP determines that it is in the best interest of the project.
- e. **Training:** Budget for all anticipated training related to the project. All applicants must budget for a minimum of one OCJP-sponsored training session during the grant year. Applicants must also include sufficient per diem and travel allocations for persons to attend all required OCJP training conferences or workshops listed under the Programmatic Instructions. If several staff will be attending the same event, budget for the total number of people. A minimum of one project staff person from each participating agency must attend each training conference. Applicants should budget a minimum of \$200 for registration fees for each person plus the State per diem rate.

2. **Prohibited Expense Items**

- a. **Bonuses/Commissions:** Projects are prohibited from paying any bonus or

commission to any individual, organization or firm.

- b. **Lobbying:** OCJP grant funds cannot be used for lobbying activities.
- c. **Fundraising:** OCJP grant funds cannot be used for organized fundraising, including financial campaigns, endowment drives, solicitation of gifts and bequests, or similar expenses incurred solely to raise capital or obtain contributions.
- d. **Real Property and Improvements:** Real property, including land, land improvements, structures and their attachments, and structural improvements and alterations are not allowable expenditures unless specifically authorized in the Programmatic Instructions.
- e. **Interest:** The cost of interest payments is not an allowable expenditure.
- f. **Food and Beverages:** The cost of food and/or beverages at grant-sponsored conferences, meetings or office functions is not an allowable expenditure.
- g. **Weapons and Ammunition:** The cost of weapons and/or ammunition of any type is not an allowable expenditure, unless it is part of a governmental negotiated benefit package, or is specifically authorized in the Programmatic Instructions.
- h. **Membership Dues:** The cost of membership dues for projects involved in the licensing or credentialing of professional personnel is not an allowable expenditure, unless it is part of a governmental negotiated benefit package, or is specifically authorized in the Programmatic Instructions.
- i. **Professional License:** The cost of a professional license is not an allowable expenditure unless specifically authorized in the Programmatic Instructions.
- j. **Annual Professional Dues or Fees:** The cost of professional dues or fees is not an allowable expenditure, unless it is part of a governmental negotiated benefit package, or is specifically authorized by the Programmatic Instructions.
- k. **Charges, Fees and Penalties:** Finance charges, late payment fees, penalties, and returned check charges are not allowable expenditures.
- l. **Depreciation:** Depreciation charges are not allowable expenditures.

3. **Match Policies**

The following information is provided to clarify match policies and to assist the applicant in the calculation of the match.

The Programmatic Instructions may specify a cash or in-kind match. The match must be from a source other than State or federal funds that are budgeted for the project. When used to augment the project, expenditures for items such as personnel,

operating expenses or equipment are considered a match if not in violation of the prohibition on supplanting. All of the match specified in the budget will become part of the Grant Award. Specific instructions for calculating the match are provided below.

- a. **State Funds Matching State or Federal Funds:** State and/or federal funds can be used to match other State and/or federal funds only if all of the following conditions have been met:

- 1) The other funding source does not prohibit this practice;
- 2) The funds are to be used for identical activities (e.g., to augment the project); and
- 3) The project has obtained prior written approval from OCJP, or specific Programmatic Instructions allow this practice.

- b. **Type of Match:**

Cash Match

Cash match, also known as hard match, is revenue from a source other than State or federal funds that is budgeted for the project. Cash match is often derived from the local funding resources committed to a project such as county general fund revenue, United Way contributions, private donations or profits from fundraising events. When used to augment the project, cash expenditures for items such as personnel, facilities and supplies may be considered cash match if not in violation of the prohibition on supplanting.

In-Kind Match

In-kind match, also known as soft match, refers to goods and services which are contributed to the project, have a dollar value attached to them and are also budgeted. In-kind contributions represent the project's noncash outlay, including the noncash outlay contributed by other public agencies and institutions, private organizations and individuals. Examples include the donation of goods and volunteer time. In general, the value of in-kind contributions is determined by fair market value.

- c. **Calculating Match:** There are two possible methods of calculating a match. If a match is required, the method of calculation is specified in the Programmatic Instructions. Generally, match requirements are based on a percentage of the funds allocated or on a percentage of the total project costs. The following information is provided to assist the applicant in calculating the required match.

- 1) **Percent of Allocation:** With this method, the actual amount of the

match is based on the funds allocated. Use the amount of grant funds requested as the allocation in calculating the match. Multiply the allocation requested by the percentage match required. For example: If a 10% match is required and the allocation requested is \$100,000; multiply the \$100,000 by .10 = \$10,000 match required.

10% MATCH BASED ON PERCENT OF ALLOCATION

Grant Amount	=	\$100,000
Percent of Cash Match	=	10%
Multiply \$100,000 by .10	=	\$10,000 (amount of match)

- 2) **Total Project Cost:** With this method, the actual amount of the match is based on the total project costs. If the total project cost is known and is within the funding limits, simply multiply that amount by the percentage of match to obtain the match amount. If the total project cost is not known, calculate the match based on the following procedures:

Deduct the percent match required from 100% to arrive at the figure by which the Grant Award amount will be divided. For example, if the match requirement is 10% of the total project costs, deduct 10% from 100% which equals 90% (.90) balance.

To calculate the percent match, divide the Grant Award amount by the percent balance, then subtract the Grant Award amount to determine the local match. For example, to calculate a 10% percent match, divide the Grant Award amount by 90% which determines the total project costs, then subtract the Grant Award amount. The following example is provided to further assist in calculating the match based on total project cost.

10% MATCH BASED ON TOTAL PROJECT COST

Funds Awarded	=	\$100,000
Funds Awarded ÷ .90	=	\$111,111 (total project cost)

then

Total Project Cost	\$111,111
Minus Grant Award Amount	<u>-100,000</u>
Total Project Match Required	\$ 11,111

4. Budget Narrative Instructions

All applicants are required to submit a budget narrative as part of the proposal budget. The budget narrative should be typed on bond paper and placed in the proposal in

front of the budget pages. In the budget narrative, describe how the project's proposed budget supports the stated objectives and activities in the project. Discuss how funds are allocated to minimize administrative costs and support direct services. Describe how the funds will be used exclusively to initiate or enhance the objectives and activities in order to eliminate any supplantation of funds. Describe the duties of project-funded staff, including any qualifications or education level necessary to the job assignment. Discuss any proposed staff commitment/percentage of time to other efforts, in addition to this project. Discuss the necessity of any subcontracts and any unusual expenditures. Discuss any mid-year salary range adjustments.

5. **Specific Budget Categories Instructions**

There are three budget categories in the proposal budget:

Personal Services - Salaries/Employee Benefits
Operating Expenses
Equipment

There is a separate form in the Standard Forms section for each of these budget categories. This section contains standard instructions for completing those forms. **Refer to the Programmatic Instructions for budget requirements or restrictions specific to the program.**

Each budget category requires line-item detail with the method of calculation and justification for the expense. Generally, provide one level of line-item detail unless further explanation is needed. Enter the amount of each line item in the right hand column of the Budget Category form. Enter the total amount of the budget category at the bottom of the form. If additional pages are needed, attach as many pages as necessary using the same format.

The bottom of the Equipment Category form contains a format for identifying the project total and fund distribution. This section must be completed and submitted even if there are no line items identified in the equipment category.

- a. **Personal Services - Salaries/Employee Benefits (OCJP A303a)** A copy of this form is included in the Standard Forms section.

- 1) **Salaries:** Personal services include all services performed by staff who are directly employed by the applicant. All other staff are to be shown as consultants in the Operating Expenses Category supported by a Memorandum of Understanding, contract or Operational Agreement. Such documentation must be kept on file by the grantee and made available for review during an OCJP site or monitoring visit or audit. However, in the case of grants being passed through a grantee to be operated by another agency, the staff from the second agency will be shown in the Personal Services Category. In either case they may be salaried or hourly, full- or part-time positions.

Sick leave, vacation, holidays, overtime and shift differentials must be

budgeted as salaries. If agency personnel have accrued sick leave or vacation time prior to the approval of grant funding, they may not take that time off using project funds.

- 2) **Benefits:** Employee benefits must be identified by type and percentage of salaries. Applicants may use fixed percentages of salaries to calculate benefits. Budgeted benefits cannot exceed those already established by the applicant.

Employer contributions or expenses for social security, employee life and health insurance plans, unemployment insurance and/or pension plans are allowable budget items. Other benefits, such as uniforms or California Bar Association dues, if negotiated as a part of the employee benefit package, are allowable budget items.

Generally, provide one level of line-item detail unless further explanation is needed. A line item is required for each different position/classification, but not for each individual employee. If several people will be employed full- or part-time in the same position/classification, provide the number of full-time equivalents (e.g., three half-time clerical personnel should be itemized as 1-1/2 clerical positions).

- b. **Operating Expenses (OCJP A303b)** A copy of this form is included in the Standard Forms section.

- 1) **Allowable Expenses:** Allowable operating expenses are defined as necessary expenditures exclusive of personnel salaries and benefits and equipment. Such expenses may include specific items directly charged to the project, and in some cases, an indirect cost allowance. The expenses must be grant-related (e.g., to further the program objectives as defined in the grant award) and be incurred (realized) during the grant period.

The following items fall within this category: consultant services, travel, office supplies, training materials, research forms, equipment maintenance, equipment rental, telephone, postage, printing, facility rental, vehicle maintenance, answering service fees and other consumable items. Furniture and office equipment with an acquisition cost of less than \$1,000 per unit (including tax, installation and freight) and/or with a useful life of less than one year fall within this category.

- 2) **Travel:** Generally provide one level of line-item detail unless further explanation is needed.

- a) **Selection of Travel Policy**

Applicants may prepare the budget using their own travel policies or the state travel policies according to the following

guidelines. Upon selection of the travel policies, check the appropriate box and complete the travel policy statement at the bottom of form OCJP A303b.

Units of Government: Units of government may use their own written travel and per diem policy or the state policy. Units of government that plan to use cars from a state, county, city or district car pool or garage may budget either the mileage rate established by the loaning agency or the state mileage rate, not to exceed the loaning agency rate.

Private Nonprofit Organizations: A private nonprofit organization that submits a proposal directly to OCJP may use the state travel and per diem policy or the applicant's written policy. The applicant's travel policy may be used only if it is more restrictive than the state's.

Application to Units of Local Government: A private nonprofit organization that applies through or is funded by a local unit of government with OCJP grant funds may use its own written travel policy, the written travel policy of the sponsoring unit of local government or state travel and per diem policy at the discretion of the local unit of government, unless otherwise directed by OCJP.

b) **State Travel Policies**

Use the following state travel policies for budgeting travel expenses:

Out-of-State Travel: Out-of-state travel is restricted and only allowed in exceptional situations. Requests for approval for out-of-state travel will be reviewed if the applicant is selected for funding.

Mileage: The state mileage rate is a maximum of 24¢ per mile unless a higher rate is justified. When project employees are authorized by project department heads or designees to operate a privately owned vehicle on project-related business, the employee will be allowed to claim 24¢ per mile without certification or up to 30¢ per mile with an annual certification that the cost of operating the vehicle equals or exceeds the amount claimed. This documentation must be on file and available for audit but should not be submitted with the proposal.

Meals and Incidentals:

Breakfast \$5.50: Breakfast may be claimed when travel commences at or prior to 6:00 a.m. Breakfast may be claimed on the last fractional day of a trip of more than 24 hours if travel terminates at or after 9:00 a.m.

Lunch \$9.50: Lunch may not be claimed for travel less than 24 hours. Lunch may be claimed if the trip begins at or before 11:00 a.m. and may be claimed on the last fractional day of a trip of more than 24 hours if the travel terminates at or after 2:00 p.m.

Dinner \$17.00: Dinner may be claimed if the trip begins at or before 4:00 p.m. Dinner may be claimed when travel terminates at or after 7:00 p.m., whether on a one-day trip or on the last day of a trip of more than 24 hours.

Incidentals \$5.00: Incidentals may be claimed for trips of 24 hours or more.

Total: \$37.00

Lodging: Statewide without a lodging receipt is \$24.99.

Statewide with a lodging receipt is the actual lodging expense up to \$79.00, plus applicable taxes.

Other: Taxi, airport shuttle, etc., which exceed \$3.50 must be supported by receipt.

Parking in excess of \$6.00 must be supported by receipt.

- 3) **Consultant Services:** Consultant services are provided on a contractual basis by individuals or organizations that are not employees of the applicant (see Personal Services-Salaries). Consultants must not be used in lieu of employees. Consultants are defined as individuals or organizations that meet some or all of the following criteria:

produce a specific product or service;

work independently without direct supervision from the applicant;

work on specific projects;

provide services for a limited number of hours or period of time; and/or

have no agency management or oversight responsibilities that are directed toward the financial success or direction of the agency.

If a specific consultant is identified as a sole source, additional justification will be required if the proposal is selected for funding.

- a) **Consultant Rates:** The policy is that the maximum rate for consultants is \$250 (excluding travel and subsistence costs) for an eight-hour day. An eight-hour day may include preparation, evaluation and travel time in addition to the time required for actual performance. A request for compensation for over \$250 a day requires PRIOR APPROVAL and additional justification.

Consultants Employed by State and Local

Government: Compensation for these consultants will be allowed when the unit of government will not provide their services without cost. In these cases, the rate of compensation is not to exceed the daily salary rate paid by the unit of government.

- b) **Expert Witness Fees:** Prosecution or criminal defense projects which routinely utilize "expert witnesses" as consultants to conduct evaluations and provide expert testimony in the courtroom may budget for this expense under the Consultant Services category. However, the grant may only be charged for costs above that which the county is required to cover. The maximum allowable rate for such witness fees is \$250 per hour up to \$2,000 per day. The total amount budgeted for expert witness fees must not exceed 10% of the project's total budget. Requests for proposed expert witness costs must be accompanied by written justification indicating the following:

Qualifications, training and experience of the expert(s). Include a statement regarding recognition by the court of the individual as an expert.

Specialized certification/licensure {e.g., Masters in Social Work (MSW); Licensed Clinical Social Worker (LCSW); Marriage, Family and Child Counselor (MFCC); Medical Doctor (MD)}.

Rate of pay per hour. Provide documentation of a survey of the availability of similar consultants, the current "going rate" and the proposed rate of pay. Indicate cost breakdown if expert is paid according to services (e.g., mileage, waiting time, court testimony).

Proposed services to be provided (e.g., analysis of forensic evidence, psychological evaluation).

Indicate why this cost cannot be paid with county funds. Attach a written justification to OCJP A303b.

- 4) **Facility Rental:** Up to \$18 per square foot annually (\$1.50 per square foot per month). If the rental cost for office space exceeds these rates, it must be consistent with the prevailing rate in the local area. This documentation must be on file and available for audit and should not be submitted with the proposal.
- 5) **Rented or Leased Equipment:** If equipment is to be rented or leased, an explanation and cost analysis will be required if the proposal is selected for funding. This analysis must demonstrate that it is more cost effective to rent or lease the equipment than it is to purchase it and must be approved by OCJP prior to the execution of any rental or lease agreement. Grant funds may not be used for interest on lease agreements.
- 6) **Indirect Costs/Administrative Overhead:** Indirect costs are those not readily itemized or assignable to a particular project, but necessary to the operation of the organization and the performance of the project. The costs of operating and maintaining facilities, accounting services and administrative salaries are examples of indirect costs.

Flat rates not exceeding 10% of personnel salaries (excluding benefits and overtime) or 5% of total direct project costs (excluding equipment) may be budgeted by applicants for indirect costs.

- 7) **Audits:** Budget for the cost of obtaining a financial audit. Please see the audit requirements specified in the General Information Section under Administrative Requirements. Allowable audit costs are as follows:
 - If the total amount of the grant is less than or equal to \$150,000, the applicant may budget up to \$1,500 for the financial audit costs; or
 - If the total amount of the grant is greater than \$150,000, the applicant may budget up to 1% of the total grant for financial audit costs.

- c. **Equipment:** (OCJP A303c) A copy of this form is included in the Standard Forms section.

Equipment is defined as nonexpendable tangible personal property having a useful life of more than four years and an acquisition cost of \$1000 or more per unit (including tax, installation and freight).

A line item is required for each different type of equipment, but not for each specific piece of equipment (e.g., three dot-matrix printers should be one line item, not three).

- 1) **Allowable Expenses:** Equipment used solely for project activities may be budgeted if it is essential to the implementation of the project. Grant funds may not be used to reimburse the applicant for equipment already purchased.

Rented or leased equipment must be budgeted as an operating expense. Lease-to-purchase agreements are generally not allowable. If a lease-to-purchase is requested, the project will be required to submit justification including cost effectiveness, with the Grant Award Forms Package. Prior approval by OCJP is required.

All equipment purchased in whole or in part with state or federal grant funds is the property of the state or the federal government. However, under certain conditions, equipment may be transferred to the grantee at the end of the grant period. Satisfactory compliance with the Grant Award Agreement will be reviewed in considering the transfer of equipment.

- 2) **Computers:**

- a) **Nonprofit Organizations:** Applicants from nonprofit organizations may budget up to \$25,000 in computer equipment, software and related costs. Completion of a Computer Purchase Face Sheet with attached justification is required. Instructions for this requirement are included below. If the proposal is selected for funding, OCJP will evaluate the proposed purchase on the basis of grant-related need. OCJP must give approval prior to purchase.
- b) **Units of Government:** Applicants from units of government may budget up to \$25,000 for computer equipment, software and related costs. Completion and submission of the requested information contained on a Computer Purchase Face Sheet with attached justification are required. If the proposal is selected for funding, OCJP will evaluate the proposed purchase on the basis of grant-related need. OCJP must give approval prior to purchase.

Units of government establishing or enhancing criminal intelligence systems using federal funds are also subject to 28 CFR Part 23 of the Code of Federal Regulations. Consult the Programmatic Instructions for information regarding additional requirements and approvals.

- c) **Computer Purchase Request and Justification:** Approval for purchases of computers and automated equipment is contingent on the project's ability to demonstrate cost effective, project-related need. This is best demonstrated by clearly relating each computer system or component to the grant objectives and activities.

Use a Computer Purchase Face Sheet to request the purchase of automated systems/computers. (A copy of this form is included in the Standard Forms section.) Attach a justification on bond paper using as many pages as necessary to answer the following questions. Include sufficient information to explain the requested system/computer. The amount of information necessary will be determined by the complexity of the proposed system.

If the total proposed computer system cost is under \$10,000, answer the following question:

What is your agency's purpose for the proposed system? Include a description of the items to be purchased and how they will be used. Also, explain how the proposed equipment and/or software will enhance the project's ability to achieve the objectives/activities of the project as specified in the Grant Award Agreement.

If the total proposed computer system cost is \$10,000, or over also answer the following questions:

Describe the proposed design of your system and indicate whether this is a new system or an addition/enhancement of an existing one. In your description, please be specific as to type and location of hardware/software and how the system will be operated and maintained.

Will the proposed system design meet not only your current, but future needs? Describe in detail.

Does the proposed system integrate with others within the agency? Explain both yes and no responses in detail.

Do you plan on integrating this system with existing city, county, regional or statewide networks? Explain both yes or no responses in detail.

When applicable, also answer the following questions:

For criminal justice agencies, does the proposed system meet the minimum requirements of the Statewide Integrated Narcotics System (SINS)? Contact OCJP for additional information regarding SINS requirements.

Does the proposed system include intelligence data subject to 28 CFR Part 23 of the Code of Federal Regulations? Contact Western States Information Network (WSIN) regarding these requirements and have them sign the certification of compliance.

By submitting this request along with the signed Grant Proposal Cover Sheet, the Project Director certifies that all resources (e.g. hardware, software, personnel and telecommunications) to be utilized by this project are in compliance with all applicable standards, policies and procedures for automated systems as contained in the agency's local policies and operating procedures. The Computer Purchase Face Sheet and Justification should be placed in the proposal appendix.

- 3) **Automobiles:** Automobiles may be allowable budget items unless prohibited by the Programmatic Instructions. If a vehicle is included in the budget, substantial justification demonstrating the grant-related need will be required before finalization of the Grant Award Agreement. The justification must describe the need for a vehicle, including the size of service area and the need to provide direct service away from the office, and the reason why the agency will not allow personal vehicle usage during working hours. A cost analysis for vehicle purchase as compared to other options, including lease and personal vehicle use with mileage, must be conducted and kept on file for review by OCJP at a site visit and by the auditor during the required annual audit.

H. PROPOSAL APPENDIX

The Proposal Appendix provides additional information required by OCJP to support components of the grant application. Some instructions are listed below. Please refer to the Programmatic Instructions for specific requirements. The Programmatic Instructions may require submission of additional documents:

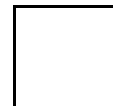
1. **Operational Agreements:** Operational Agreements must have an original signature

and demonstrate a formal system of networking and coordination with other agencies and the project. Those submitted with the proposal must be effective for the 1996-97 and 1997/98 grant years. For the purpose of this RFP, the terms **Operational Agreement (OA)** and **Memorandum of Understanding (MOU)** are synonymous. A sample Operational Agreement is included in the Standard Forms section of this RFP.

2. **Nonprofit Status Documentation:** Community-based organizations (CBOs) applying for funds must be active California nonprofit corporations in good standing. If selected for funding, documentation of non-profit status will be required. Refer to the Programmatic Instructions for specific requirements.

Note: The Programmatic Instruction includes a copy of the rating form that will be used by OCJP to rate the proposal. **This form is provided only for your information. Do not submit the rating form with the proposal.**

30 K STREET, SUITE 300
CRAMENTO, CA 95814



IV. STANDARD BLANK FORMS

- A. Grant Award Face Sheet
- B. Preference Points Certification Form
- C. Project Narrative (no standard forms provided)
- D. Budget Pages
- E. Appendix Forms
 - Sample Operational Agreement
 - Computer Purchase Face Sheet

I. HOW TO USE THIS RFP
II. GENERAL INFORMATION
III. STANDARD INSTRUCTIONS
V. PROGRAMMATIC INSTRUCTIONS

If you have not received all of the sections, consult the individual that provided you with this section.

GRANT AWARD FACE SHEET

The Office of Criminal Justice Planning, hereafter designated OCJP, hereby makes a grant award of funds to the following **Administrative Agency (1)** _____
hereafter designated Grantee, in the amount and for the purpose and duration set forth in this grant award.

2) Implementing Agency Name _____
Contact _____ **Address** _____
Telephone () _____

(3) Project Title (60 characters maximum)	(6) Award No.
(4) Project Director (Name, Title, Address, Telephone) (four lines maximum)	(7) Grant Period
	(8) Federal Amount
	(9) State Amount
(5) Financial Officer (Name, Title, Address, Telephone) (four lines maximum)	(10) Cash Match
	(11) In-Kind Match
	(12) Total Project Cost

This grant award consists of this title page, the proposal for the grant which is attached and made a part hereof, and the Assurance of compliance forms which are being submitted. The grant recipient signifies acceptance of this grant award and agrees to administer the grant project in accordance with the statute(s), the Program Guidelines, this Request-for-Proposal (RFP) and the OCJP Grantee handbook.

<p style="text-align: center;"><u>FOR OCJP USE ONLY</u></p> <p>Item: _____</p> <p>Chapter: _____</p> <p>PCA No.: _____</p> <p>Components No.: _____</p> <p>Project No.: _____</p> <p>Amount: _____</p> <p>Split Fund: _____</p> <p>Split Encumber: _____</p> <p>Year: _____</p> <p>Fed. Cat. #: _____</p> <p>Match Requirement: _____</p> <p>Fund: _____</p> <p>Program: _____</p> <p>Region: _____</p>	<p>(13) Official Authorized to Sign for Applicant/Grant recipient</p> <p>Name: _____</p> <p>Title: _____</p> <p>Address: _____</p> <p>Telephone: () _____</p> <p>Date: _____</p> <p>I hereby certify upon my own personal knowledge that budgeted funds are available for the period and purposes of this expenditure stated above.</p> <p>_____ Fiscal Officer, OCJP Date</p> <p>_____ Executive Director, OCJP Date</p>
--	---

Use this format if one is not provided by the Lead agency.

DATE:

TO: OFFICE OF CRIMINAL JUSTICE PLANNING

FROM: Community Contact
Enterprise Zone Program

SUBJECT: PREFERENCE POINTS

(check only one box)

☐ (5%) The applicant named below has targeted this enterprise zone for grant-related activities.

☐ (2%) The applicant named below has not specifically targeted this enterprise zone for grant-related activities. However, the applicant provides needed services to residents of this community.

Applicant Name: _____

Project Name: _____

Address: _____

Program Zone: _____

I certify that I have reviewed the proposed project and that it meets the eligibility requirements for preference points as required by California Government Code Section 7093.

Print name of Enterprise Zone contact Title

Signature of Enterprise Zone contact Date

Address

()

Telephone Number

PREFERENCE POINTS CERTIFICATION

Use this format if one is not provided by the Lead agency.

DATE:

FROM: OFFICE OF CRIMINAL JUSTICE PLANNING

FROM: Community Contact
Enterprise Zone Program

SUBJECT: PREFERENCE POINTS

(check only one box)

(5%) The applicant named below has targeted this enterprise zone for grant-related activities.

(2%) The applicant named below has not specifically targeted this enterprise zone for grant-related activities. However, the applicant provides needed services to residents of this community.

Applicant Name:

Project Name:

Address:

Program Zone:

I certify that I have reviewed the proposed project and that it meets the eligibility requirements for preference points as required by California Government Code Section 7093.

Print name of community contact

Title

Signature of Enterprise Zone Contact

Date

Address

_____)_____
Telephone Number

THE PROJECT NARRATIVE
GOES HERE

No standard forms are provided for the Project Narrative

See Programmatic Instructions for details

BUDGET CATEGORY AND LINE-ITEM DETAIL	COST
A. Personal Services - Salaries/Employee Benefits	
TOTAL	

BUDGET CATEGORY AND LINE-ITEM DETAIL	
B. Operating Expenses	COST
TOTAL	

OCJP-A303b

**BUDGET CATEGORY AND
LINE-ITEM DETAIL**

C

C. Equipment

CATEGORY TOTAL

PROJECT TOTAL

fund distribution		federal	state	cash match	in-kind match
1.	Amount of Funds				
2.	Percentage of Funds				

CJP A303c

Complete this form to report the total funds available to support the activities related to accomplishing the goals and objectives of the Grant Award Agreement. In the Grant Funds column, report the OCJP funds requested by category; in the Other Funds column, report all other funds available to support the project by category and then calculate the total by category in the Program Total column. Total each column to arrive at the total program funds available.

OTHER FUNDING SOURCES			
BUDGET CATEGORY	GRANT FUNDS (Use only the grant funds identified in the preceding budget pages.)	OTHER FUNDS	PROGRAM TOTAL
Personal Services			
Operating Expenses			
Equipment			
TOTAL			

OCJP-653
(Rev. 1/94)

THIS FORM DOES NOT BECOME PART OF THE GRANT AWARD.

List all currently funded OCJP projects and all OCJP grants awarded to the applicant during the last five fiscal years. Include the fiscal year of operation, the grant number and the amount of OCJP funding. For current and proposed grants that include positions funded by more than one OCJP grant, list these personnel by title and the percentage of the position funded by OCJP. The percentage of funding must not exceed 100% for any one individual. **For example:**

FISCAL YEAR	GRANT NUMBER	GRANT AMOUNT	PERSONNEL BY TITLE	PERCENTAGE PAID BY OCJP
------------------------	-------------------------	-------------------------	-------------------------------	------------------------------------

1993-94	CP93010001	\$50,000	Project Director	25%
1993-94	CR93020001	\$67,000	Project Director	25%
1993-94	DS93020001	\$68,000	Project Director	50%

PRIOR, CURRENT AND PROPOSED OCJP FUNDING				
FISCAL YEAR	GRANT NUMBER	GRANT AMOUNT	PERSONNEL BY TITLE	% OF OCJP FUNDING

APPENDIX FORMS

-

OPERATIONAL AGREEMENT

This Operational Agreement stands as evidence that the (applicant agency) and the (agency) intend to work together toward the mutual goal of providing maximum available assistance for crime victims residing in (jurisdiction). Both agencies believe that implementation of the _____ proposal, as described herein will further this goal. To this end, each agency agrees to participate in the program, if selected for funding, by coordinating/providing the following services:

1. The (applicant agency) project will closely coordinate the following services with the (agency) through:

Project staff being readily available to (agency) for service provision through (describe arrangements with the agency); and

Regularly scheduled meetings (how often) between (persons/positions) to discuss strategies, time tables and implementation of mandated services.

* Specifically:

* List specific activities that will be undertaken between the two agencies or other specifics of the agreement.

We, the undersigned, as authorized representatives of (applicant agency) and (agency), do hereby approve this document.

For _____	For _____
Date _____	Date _____

COMPUTER PURCHASE FACE SHEET			
GRANTEE:		GRANT AWARD NO:	
PROJECT TITLE:			
GRANT AWARD PERIOD:			
From: _____, 19____ to _____, 19_____			
Software Cost:	Hardware Cost:	Other Related Items Costs:	
\$	\$	\$	
Total Proposed Computer System Cost: \$			
Total Grant Award Amount: \$			
FOR OCJP USE ONLY			
	Approved	Denied	
			Program Staff's Signature Date
Under \$10,000			Branch Chief's Signature Date
\$10,000 and Over			Information Systems Manager's Signature Date
			Division Chief's Signature Date

MENTORING PROGRAM

Proposal Checklist and Required Sequence

This Checklist is provided to assist the applicant in ensuring that a complete proposal is submitted to OCJP. Failure to include any of the following elements may result in disqualification of the proposal.

- r GRANT AWARD FACE SHEET (*General Instructions*)

- r PREFERENCE POINTS CERTIFICATION FORM, signed by the designated Enterprise Zone Contact (*General Instructions*)

- r PROJECT NARRATIVE (*Programmatic Instructions*)
 - Problem Statement
 - Plan
 - Implementation

- r PROJECT BUDGET (*General Instructions and Programmatic Instructions*)
 - Budget Narrative
 - Budget Forms - OCJP A303a, A303b, A303c

- r PROPOSAL APPENDIX (*Standard Instructions*)
 - Operational Agreement
 - Computer Purchase Facesheet

•
PROGRAMMATIC INSTRUCTIONS

A. SUBMISSION OF PROPOSALS

The final deadline for receipt of all proposals for this RFP is:

DATE: Thursday, June 5, 1997

TIME: No later than 5:00 p.m.

PLACE: The Office of Criminal Justice Planning
1130 K Street, LL60
Sacramento, California 95814

B. CONTACT

These Programmatic Instructions are to be used in conjunction with the General Instructions Section of this Request for Proposals (RFP). If you have not received all sections, call the Office of Criminal Justice Planning (OCJP) at (916) 324-9100.

If you have questions regarding this RFP, contact the Gang Violence Suppression (GVS) Branch at (916) 327-3682.

C. ELIGIBILITY CRITERIA

There are two funding sources for the Mentoring Program (MP). The first funding source is state General Funds and the funding period begins on June 30, 1997 and ends June 30, 1998. Agencies eligible for funding are: law enforcement agencies, district attorney's offices, probation departments, school districts, and county offices of education.

The second funding source is the federal Safe and Drug-Free Schools and Communities (SDFSC) Act which will be administered through an Interagency Agreement (IA) with the Department of Drug and Alcohol Programs (ADP). The funding period will be July 1, 1997 to June 30, 1998. Eligibility for funding is limited to community-based organizations (CBOs), parks and recreation agencies, public libraries, and public community services departments that provide gang suppression activities, either alone or in cooperation with other public agencies or other CBOs. For the purpose of this RFP, a CBO is defined as a nonprofit operation established to serve gang members, their families, schools, and the community with programs of community supervision and service that maintain community participation in the planning, operation, and evaluation of their programs.

Applicants must target youth under the age of 19 who are involved or at-risk of being involved in a gang.

For the purpose of this RFP, mentoring is defined as a structured relationship where the mentor is a positive role model and provides guidance and leadership to the mentee. This relationship must continue on a consistent basis for an extended period of time and can be between an adult mentor and a youth, team mentoring i.e., more than one adult and more than one youth, or older to younger youth. Older to younger youth is defined as juniors or seniors in high school mentoring youth at lower grade levels. Group recreational mentoring activities may be used as an adjunct to the team mentoring concept. However, the use of these funds to develop, support, or sustain an organized program involving youth in sports is not the intent of this RFP.

Funded projects implementing new MPs will be required to sign a MP Assurance Form. This form certifies that the applicant has made an effort to collaborate with existing MPs in the target area, and that the existing agency does not address the specific needs included in the new MP.

Applicants are required to conduct a screening/background assessment of all potential mentors prior to their participation in the program. Documentation of this process must be retained on site for OCJPs review and verification during site/monitoring visits. Selected projects will be required to sign an assurance form, verifying that a screening/background procedure is in place.

The State Anti-Gang Coordinating Committee's (SAGCC) gang identification criteria will be the standard used to identify youth involved or at-risk of being involved in a gang. The SAGCC gang definitions are located at the end of the Programmatic Section of the RFP. Pursuant to SAGCC, an individual is identified as a gang member based on the following criteria:

1. Admits gang membership or association.
2. Is observed to associate, on a regular basis, with known gang members.
3. Has tatoos indicating gang membership.
4. Wears gang clothing, symbols, etc., to identify with a specific gang.
5. Is in a photograph with known gang members and/or using gang-related hand signs.
6. Name is on a gang document, hit list, or gang-related graffiti.
7. Is identified as a gang member by a reliable source.
8. Arrested in the company of identified gang members or associates.
9. Corresponds with known gang members or writes and/or receives correspondence about gang activities.
10. Writes about gangs (graffiti) on walls, books, paper, etc.

D. FUNDING CYCLE AND DURATION:

OCJP has approximately \$800,000 for this RFP, on a statewide basis, for implementation or enhancement of MPs for youth who are involved or at-risk of being involved in a gang.

Acknowledging the findings of the Central Valley Task Force, OCJP recognizes a special need for mentoring in rural areas.

These areas require support in providing assistance to meet the challenges associated with the increased population growth. It is OCJP's intent that approximately \$200,000 will be allocated for MPs in regions identified as central valley by the Task Force. Maps of the central valley are included in the Programmatic section of the RFP.

Funding is contingent upon appropriation of funds and approval of an IA between OCJP and ADP. Continuation of funding in year two is contingent on the continued appropriations of funds by the State of California, and federal funds through the SDFSC Act.

Applicants responding to this RFP must budget funds for 12 months. The maximum amount available to each applicant is \$50,000. It is anticipated that this amount will be available to projects each year, for a two year funding cycle provided satisfactory program performance is maintained. **There is no match requirement.**

It is the intent of OCJP and ADP that funded projects continue the project beyond the grant funding period. Therefore, MP projects must demonstrate in their proposal, a plan for the assumption of costs for continued implementation at the end of the grant cycle.

E. PROGRAM INFORMATION

1. History and Background

In 1996, Governor Pete Wilson created the California Mentoring Initiative (CMI) to address the devastating effects of alcohol and drug use, teen pregnancy, educational issues, and violence on youth in California. The goal of the CMI is to reduce these major problem areas by recruiting and training 250,000 mentors to reach one million at-risk young people by the year 2000. The proposed outcome of the CMI is to achieve joint efforts of public organizations and private industry networking and providing support to local mentor efforts.

A key objective of CMI is the expansion of private sector participation and fiscal investment in mentor services.

2. Program Goal

The goal of the MP is to assist agencies with increasing the number of longterm, supportive mentoring relationships for youth who are involved or at-risk of being involved in a gang.

3. Administrative Authority

OCJP is the administrative agency for the MP. The responsibility of OCJP is to develop, implement and oversee the MP. These activities include, but are not limited to, establishing policies dealing with the operation and direction of the program; selecting projects for funding and providing technical assistance to insure successful accomplishment of project goals; monitoring funded projects selected for funding and evaluating program effectiveness.

F. PROJECT NARRATIVE INSTRUCTIONS

The project narrative is the main body of information which describes the applicant, the need for funding and the plan to address a community problem/issue through appropriate and achievable objectives and activities.

There are no page restrictions on applicant responses to the RFP. Applicants **are encouraged to double space** proposals.

The proposal rating form is included in the Programmatic Section of the RFP. Applicants are encouraged to use the rating form as a guide when responding to the RFP.

1. Problem Statement

Describe the problem of youth involved or at-risk of being involved in a gang in the target area. Discuss the need for the MP in the target area. Discuss the impact your MP will have on youth involved or at-risk of being involved in a gang in the target area. Describe how existing resources are not meeting the need(s) in the target area. Describe the economic status of those residing in the target area. Describe the boundaries of the target area. Describe the demographics (i.e., gender, age group, and race/ethnic composition) of the target area.

2. Plan

Describe the proposed new MP or the enhancement of your existing MP. Describe how you will coordinate the mentoring activities with existing internal programs and outside agencies such as: law enforcement, probation, prosecution, and schools, etc. Describe the mentor selection and training process. Describe the mentee selection process. Describe the procedures that will be used to match the mentor to mentee. Describe the procedure that will be implemented to supervise the mentor/mentee relationship.

Provide a bar chart or timetable to show the specific schedule of each task, i.e., administrative functions, project director's activities in program start-up, hiring

staff, project activities, achievement-related activities to accomplish objectives, and training.

Describe the activities designed to achieve the objectives. Quantify objectives in **whole numbers**. Agencies funded to implement the MP are responsible for meeting the following mandatory objectives:

Mandatory Objective 1. Increase the number of trained mentors.

This objective will be measured by comparing the number of mentors at the beginning of the grant year with those at the end of the grant year.

(a) **The number of mentors at the beginning of the grant year _____.**

(b) **The number of mentors at the end of the grant year ____.**

Activities: Describe the activities used to accomplish the objective. Indicate project staff and their responsibilities with respect to the stated activities.

Mandatory Objective 2. Increase the number of youth involved or at-risk of being involved in a gang who are matched with a trained mentor.

This objective will be measured by comparing the number of youth matched with trained mentors at the beginning of the grant year with those at the end of the grant year.

(a) **The number of youth matched with trained mentors at the beginning of the grant year _____.**

(b) **The number of youth matched with trained mentors at the end of the grant year ____.**

Activities: Describe the activities used to accomplish the objective. Indicate project staff and their responsibilities with respect to the stated activities.

Mandatory Objective 3. Increase the number of mentor hours provided.

This objective will be measured by comparing the number of mentor hours at the beginning of the grant year with those at the end of the grant year.

(a) **The number of mentor hours at the beginning of grant year _____.**

(b) **The number of mentor hours at the end of the grant year _____.**

Activities: Describe the activities used to accomplish the objective. Indicate project staff and their responsibilities with respect to the stated activities.

Mandatory Objective 4. Reduce the number of mentees on waiting lists.

This objective will be measured by comparing the number of mentees on waiting lists at the beginning of the grant year with those at the end of the grant year.

(a) **The number of mentees on waiting lists at the beginning of the grant year ____.**

(b) **The number of mentees on waiting lists at the end of the grant year ____.**

Activities: Describe the activities used to accomplish the objective. Indicate project staff and their responsibilities with respect to the stated activities.

Mandatory Objective 5. Reduce the average length of time youth wait to be matched with a mentor.

This objective will be measured by comparing the length of time youth wait to be matched with a mentor at the beginning of the grant year with those at the end of the grant year.

(a) **The length of time youth wait to be matched with a mentor at the beginning of the grant year ____.**

(b) **The length of time youth wait to be matched with a mentor at the end of the grant year ____.**

Activities: Describe the activities used to accomplish the objective. Indicate project staff and their responsibilities with respect to the stated activities.

Mandatory Objective 6. Increase community support for local MPs.

This objective will be measured by the total number of times each mentor activity is provided at the beginning of the grant year and at the end of the grant year.

List each activity separately. Applicant may have more than one activity.

Example: **Activity:**_____

(a) **The total number of times provided at the beginning of the grant year _____.**

(b) **The total number of times provided at the end of the grant year _____.**

Activities: Describe each activity used to accomplish the objective. Indicate project staff and their responsibilities with respect to each stated activity.

3. Implementation

Describe the positions, duties, and responsibilities of those assigned to the MP. Discuss the steps you will take to ensure continued financial support after OCJP funding is no longer available.

Provide an organizational chart and indicate the location of the MP within the agency, showing the relationship between the governing body of the organization and project staff, including the applicant's agency chain of command.

G. SPECIFIC BUDGET INSTRUCTIONS

Provide budget and budget narrative to support the proposal objectives and activities. Describe how the duties, qualifications, and time commitment of funded staff support the proposed objectives and activities. Avoid unnecessary expenditures, which would detract from the success of the project meeting grant objectives.

For the purpose of this RFP, applicants are limited to \$2,500 in computer equipment, software and related costs.

H. EVALUATION COMPONENT

OCJPs Monitoring and Program Effectiveness (MPE) Branch is required to submit a yearly summary report of the MP subcontractors to ADP. The "Year One Summary Report" is due on or before October 30, 1998. The MPE Branch is required to submit a final cumulative evaluation report of the MP subcontractors to ADP at the end of the two year funding cycle. Funded projects will be required to participate in the evaluation

process.

The proposal evaluation process will include the collection of data to measure the outcome and impact of the project. The data collection instrument will be a semi-annual Progress Report to OCJP submitted by funded projects. The Progress Report will contain quantifiable information in addition to qualitative data. The MPE Branch will collect and analyze data to evaluate if projects are effectively measuring their goal and objectives.

The questions below are examples of qualitative evaluation. These questions offer the applicant the opportunity to demonstrate how they measure and perceive the effectiveness of their project. These questions also provide the MPE Branch with information to assist OCJP and local projects in developing effective mentoring programs.

The following questions exemplify the types of data you will be expected to collect and provide to OCJP as part of the evaluation:

- What demographic information exists on participants (i.e., age, gender, race/ethnic composition)?
- What type(s) of mentoring will be utilized (i.e., adult to youth or youth to youth)?
- What is the process used by the projects to match mentors with mentees?
- What method will be implemented by the project to recruit, train, and retain mentors?
- How will the project determine if the mentor/mentee relationship is successful and/or effective?
- How will the applicant measure the effects of various types of mentoring on the mentee?
- What types of mentoring are most and least successful?
- What types of youth behavior does the project hope to change?
- How do the mentee and mentor perceive mentoring as changing or not changing behavior regarding self-esteem, involvement with gangs, alcohol and drugs, school performance, adult and peer relationships, etc.?
- What are key characteristics observed in relationships with mentors?
- How does the mentee perceive mentoring as a deterrent to gangs and gang affiliation?

I. ATTACHMENTS

- Gang Definitions (State Anti-Gang Coordinating Committee Definitions)
- OCJP Mentoring Program Rating Form
- Maps defining the Central Valley

ATTACHMENTS

**OFFICE OF CRIMINAL JUSTICE PLANNING
GANG VIOLENCE SUPPRESSION - MENTORING PROGRAM (MP)
RATING FORM: 1996/97 and 1997/98**

	Control #:	
	Rater #:	
APPLICANT:		
FUNDS REQUESTED:		
PREFERENCE POINTS	2%	5%

		TOTAL POINTS POSSIBLE
CATEGORY		
1. PROBLEM STATEMENT		160
2. PLAN		250
3. IMPLEMENTATION		45
4. BUDGET		35
	TOTAL	490

Each of the above categories contain questions that are assigned a point value. The point scale is divided into five columns labeled **I, II, III, IV, and V**. Each question is evaluated on the following criteria:

- I.** Does not respond to the question or was left blank.
- II.** Does not completely respond to the question. Information presented does not provide a good understanding of applicant's intent, does not give detailed information requested by the RFP, or does not adequately support the proposal.
- III.** Responsive to the question. Provides an average understanding of the applicant's response to the RFP. Response adequately supports the proposal.
- IV.** Above average response which gives a clear and detailed understanding of the applicant's intent. Response presented a persuasive argument supporting the proposal.
- V.** Outstanding response with clear, detailed and relevant information exceeding the information requested. Response presented a compelling argument supporting the proposal.

1. PROBLEM STATEMENT (Maximum 160 Points)		I	II	III	IV	V
a. How well does the applicant describe the problem of youth involved or at-risk	0	10	15	25	35	

I II III IV V

of being involved in a gang in the target area?

b.	How well does the applicant demonstrate the need for the MP in the target area?	0	10	15	25	35
c.	How well does the applicant demonstrate the impact the MP will have on youth involved or at-risk of being involved in a gang in the target area?	0	10	15	25	35
d.	How well does the applicant describe how existing resources are not meeting the need(s) in the target area?	0	5	10	15	25
e.	How well does the applicant describe the economic status of those residing in the target area?	0	3	5	8	10
f.	How clearly does the applicant describe the boundaries of the target area?		3	5	8	10
g.	How well does the applicant describe the demographics (i.e., gender, age and race/ethnic composition of the target area?	0	3	5	8	10

2. PLAN (Maximum 250 Points)

a.	How well does the applicant describe the proposed new MP or the enhancement of an existing MP?	0	5	10	15	25	
b.	How well does the applicant describe how it will coordinate the mentoring activities with existing internal programs and outside agencies such as: law enforcement, probation, prosecution and schools, etc.?	0	3	5	10	15	
c.	How clearly does the applicant describe the mentor selection and training process ?	0	3	5	10	15	
d.	How clearly does the applicant describe the mentee selection process?	0	3	5	8	10	
e.	How well does the applicant describe the procedures they will use to match the mentor to mentee?	0	3	5	8	10	
f.	How well does the applicant describe the procedure it will implement to supervise the mentor/mentee relationship?	0	3	5	8	10	
g.	How completely does the applicant provide a bar		0	3	5	8	10

I II III IV V

	chart or timetable to show the specific schedule of each task, i.e., administrative functions, project director's activities in program start-up, hiring staff, etc., project activities, achievement-related activities to accomplish objectives and training?					
h.	How well are the activities designed to achieve MP Objective 1: Increase the number of trained mentors?	0	5	10	15	25
i.	How well are the activities designed to achieve MP Objective 2: Increase the number of youth involved or at-risk of being involved in a gang who are matched with a trained mentor?	0	5	10	15	25
j.	How well are the activities designed to achieve MP Objective 3: Increase the number of mentor hours provided?	5	10	15	25	
k.	How well are the activities designed to achieve MP Objective 4: Reduce the number of mentees on waiting lists?	5	10	15	25	
l.	How well are the activities designed to achieve MP Objective 5: Reduce the average length of time youth wait to be matched with a mentor?	5	10	15	25	
m.	How well are the activities designed to achieve MP Objective 6: Increase community support for local MPs?	5	10	15	25	

I II III IV V

n. How clearly and completely are the objectives 0
stated in quantifiable terms? (**whole numbers only**) 2 3 4 5

3. IMPLEMENTATION (Maximum 45 points)

a. How completely does the applicant describe 0
positions, duties and responsibilities of those assigned to the MP? 5 10 15 25

b. How well has the applicant addressed the steps it
will take to ensure continued **financial** support
for the Program after OCJP funding is no longer
available? 0 5 10 15 15

c. How completely does the applicant's organizational
chart indicate the location of the MP within
the agency, showing the relationship between
the governing body of the organization and
project staff, including the applicant's agency's
chain of command? 0 2 3 4 5

4. BUDGET, include budget narrative (Maximum 35 points)

a. How well does the budget/budget narrative support
the proposal objectives and activities? 0 3 5 10 15

b. How well do the duties, required qualifications and
time commitment of project funded staff support
the proposed objectives and activities? 0 3 5 8 10

c. How well does the budget avoids unnecessary 0
expenditures, which would detract from
the success of the project meeting grant objectives? 3 5 8 10